

Training and Evaluation Outline Report

Task Number: 12-6-1232

Task Title: Manage Casualty Reporting

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-50	Preparing and Managing Correspondence	Yes	No
	AR 600-20	Army Command Policy	Yes	No
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	No
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	ATP 1-0.2	Theater-Level Human Resources Support	Yes	No
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes

Condition: The Sustainment Brigade is deployed to an operational theater to provide sustainment to designated forces within a specified area. The supported command's Operations Order deployment order directs the sustainment brigade to manage/coordinate casualty reporting for specified forces during the deployment on an area basis. The Human Resources Operations Branch (HROB) within the Support Operations (SPO) Section, has staff responsibilities to supervise casualty reporting activities required for deploying units/elements. The commander issues planning guidance to provide Human Resources (HR) support to units within the specified area to facilitate casualty reporting requirements. Unit standard operating procedures (SOPs) AR 25-50, AR 600-20, AR 600-8-1, ATP 1-0.2 and FM 1-0 are available. The section has appropriate connectivity to both NIPR and SIPR systems and access to all necessary automated personnel systems. Technical guidance is received from the Human Resources Sustainment Center (HRSC) and higher headquarters SPOs, as appropriate. Communications are established with subordinate and adjacent units and with higher headquarters. Command and control information systems are operational and passing information in accordance with tactical SOPs. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4. Some iterations of this task should be performed in MOPP 4.

Standard: HROB will ensure Casualty Liaison Teams (CLTs) are established at specified Medical Treatment Facilities (MTF) Mortuary Affairs Collection Points (MACP) and Division/Corps G1 and equivalent general officer commands within the supported area of operations IAW FM 1-0. Ensure CLTs have required communications equipment and are able to establish communications with the HR platoon headquarters, supported units, and Theater Casualty Assistance Center (CAC). Ensure CLTs submit all categories of required casualty reports within prescribed time frames using the Defense Casualty Information Processing System. Ensure CLTs provide the patient's assigned unit with their current status and as changes in their medical status occur, within prescribed time lines. Ensure CLTs assist casualty patients with pay, mail, Morale, Welfare and Recreation (MWR) access and other authorized administrative support.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Risk Assessment

Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

* 1. Chief, HROB reviews CLT support requirements within area of operations.

- a. Verifies current support requirements.
- b. Monitors future planning options.
- c. Provides staff with planning guidance.
- d. Recommends additions or reductions in personnel requirements, as appropriate.
- e. Recommends commander's critical information requirements (CCIR) and reporting frequency.
- f. Briefs commander and higher headquarters on casualty liaison team operational status.

2. HROB personnel monitor casualty liaison operations within area of operations (AO).

- a. Receive chief's planning guidance.
- b. Coordinate with Human Resources Company (HR CO) for CLT assignments and locations.
- c. Verify operational status of each CLT.
- d. Coordinate with HRSC or higher headquarters SPO, as appropriate, for future requirements.

3. HROB personnel coordinate with HR CO headquarters.

- a. Determine personnel status of each CLT.
- b. Determine status of communications equipment and connectivity.
- c. Determine routine activity by site.
- d. Establish requirements and frequency for CLT input to CCIR.

4. HROB personnel assist the HR CO in coordinating logistical support for CLTs.

a. Coordinate with Patient Affairs (PA) at designated Medical Treatment Facilities (MTF) for work area and life support.

- b. Coordinate with Operations Section of designated Mortuary Affairs Company for work area and life support.
- c. Coordinate with supported G1 sections work area and life support.
- d. Coordinate with appropriate G/S6s of supported elements for communications support.

5. HROB personnel receive technical guidance from the Casualty Operations Division (COD), HRSC and/or higher headquarters SPO, as appropriate.

- a. Review guidance for distribution and implementation.
- b. Add additional instructions as required for local requirements or ease of use.

c. Distribute technical guidance to HR CO for all CLT elements and unit G1/ S1s, as appropriate, within area of operations.

6. HROB personnel assess CLT capabilities and casualty reporting operations.

a. Establish reporting requirements with supporting HR CO.

(1) Specify data elements and format (reports processed and type of reports).

(2) Establish reporting channels.

(3) Specify reporting periods and submission times.

b. Coordinate manning and equipment assessment with higher headquarters.

c. Coordinate personnel augmentation or force requirement requests based upon mission, enemy, terrain and weather, troops and support available, time available, civil considerations (METT-TC) or Military Decision Making Process (MDMP) (future operations).

d. Prepare requests for additional personnel and equipment required.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Chief, HROB reviewed CLT support requirements within area of operations.			
2. HROB personnel monitored casualty liaison operations within AO.			
3. HROB personnel coordinated with HR CO headquarters.			
4. HROB personnel assisted the HR CO in coordinating logistical support for CLTs.			
5. HROB personnel received technical guidance from the Casualty Operations Division (COD), HRSC and or higher headquarters SPO, as appropriate.			
6. HROB personnel assessed CLT capabilities and casualty reporting operations.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

Supporting Individual Task(s): None

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.2.1	Conduct Casualty Operations

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1

Materiel Items (NSN)

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. None

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).